

The Open Group Certification for People

Training Course Accreditation Requirements

Version 1.3
February 2025

© Copyright 2025, The Open Group

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the copyright owners. Specifically, without such written permission, the use or incorporation of this publication, in whole or in part, is NOT PERMITTED for the purposes of training or developing large language models (LLMs) or any other generative artificial intelligence systems, or otherwise for the purposes of using, or in connection with the use of, such technologies, tools, or models to generate any data or content and/or to synthesize or combine with any other data or content. Permission for storage and transmission by electronic means is hereby granted for the sole purpose of directly supporting applications to The Open Group Certification and Accreditation Programs.

ArchiMate, FACE, FACE logo, Future Airborne Capability Environment, Making Standards Work, Open Footprint, Open O logo, Open O and Check certification logo, Open Subsurface Data Universe, OSDU, The Open Group, TOGAF, UNIX, UNIXWARE, and X logo are registered trademarks and Boundaryless Information Flow, Build with Integrity Buy with Confidence, Commercial Aviation Reference Architecture, Dependability Through Assuredness, Digital Practitioner Body of Knowledge, DPBoK, EMMM, FHIM Profile Builder, FHIM logo, FPB, IT4IT, IT4IT logo, O-AA, O-DA, O-DEF, O-HERA, O-PAS, O-TTPS, O-VBA, Open Agile Architecture, Open FAIR, Open Process Automation, Open Trusted Technology Provider, Sensor Integration Simplified, Sensor Open Systems Architecture, SOSA, and SOSA logo are trademarks of The Open Group. All other brands, company, and product names are used for identification purposes only and may be trademarks that are the sole property of their respective owners.

The Open Group Certification for People: Training Course Accreditation Requirements

Document Number: X256

Published by The Open Group, February 2025.

Comments relating to the material contained in this document may be submitted to:

The Open Group, 177 Huntington Avenue, Suite 1703, PMB 54820, Boston, MA 02115-3153, US

or by electronic mail to:

ogspeccs@opengroup.org

Contents

1.	Overview	4
1.1	Introduction.....	4
1.2	Terminology and Definitions	4
2.	Organization Requirements.....	6
2.1	Conformance Management	6
2.2	Representation of The Open Group, the Program, and the Standards	6
2.3	Confidentiality	6
2.4	Candidate support	6
2.5	ATC Manager	6
2.6	Examination Vouchers and Reporting	7
2.6.1	Examination Vouchers.....	7
2.6.2	Reporting	7
2.7	Training Course Content, Documentation, and Delivery Method	7
2.7.1	Training Course Content.....	7
2.7.2	Training Delivery and Delivery Method	7
2.8	Trainer Requirements.....	7
2.8.1	Lead Trainer.....	8
2.8.2	Trainer Certification and Badges.....	8
	All trainers used in the delivery of Accredited Training Courses must themselves be certified within the Program at or above the level specified in the Program Configuration document and meet any additional requirements identified in the Program Configuration document.	8
2.8.3	Training Delivery Skills	8
2.8.4	Trainer Authorization	8
2.8.5	Trainer Performance	8
2.8.6	Authorized Trainer Database.....	9
2.9	Optional Services	9
2.10	Brokers.....	9
3.	Accreditation Application Requirements	10
3.1	Accreditation Application	10
3.2	Online Delivery.....	10
3.3	Languages	10

1. Overview

1.1 Introduction

This document – The Open Group Certification for People: Training Course Accreditation Requirements – is an integral part of each Certification for People Program of The Open Group and of The Open Group Certification for People: Credentials Program. Defined terms herein are in addition to definitions provided in the specific Program Configuration document.

This document defines the requirements that must be met by a training course and the provider of such training course in order for the training course to become and remain accredited. These requirements are incorporated with the applicable Program Configuration, and The Open Group Certification for People Training Course Accreditation Policy, into the Training Course Accreditation Agreement.

1.2 Terminology and Definitions

This table defines terms or clarifies the meaning of words used within this document. Where an abbreviation is also used, it is provided in parentheses.

Term	Definition
Accredited Training Course (ATC)	A training course, operated by a training course provider, that has successfully completed the accreditation process and which is listed in the register of Accredited Training Courses on the Certification Authority's website.
ATC Manager	The specific individual(s) identified within an ATC Provider as having the overall responsibility for managing the Accredited Training Course on a day-to-day basis and ensuring that it is carried out in accordance with its documented processes and procedures.
Body of Knowledge	The standard(s) and/or normative publication(s) that contain the knowledge covered by the Program, as defined in the Program Configuration document.
Broker	An advertising, promotions and/or marketing services entity that is not a training provider or trainer, and that enters into a commercial contract with an ATC Provider enabling them to advertise, promote, and market the Accredited Training Course. A broker redirects learners to the ATC Provider upon registration, and is not involved in operations related to the delivery of the ATC.
Candidate	A person seeking to earn a credential or seeking certification in one of the Programs.
Certification Authority (CA)	The organization that manages the day-to-day operations of the Program. The Open Group is the Certification Authority for the Program.
Digital Badge	A web-enabled version of a certification which can be verified in real time, online.
Learning Outcomes	A set of learning points drawn from the Body of Knowledge relevant to a group of learners and skillset. They are defined in learning units and document in the Conformance Requirements documentation.

Term	Definition
Organization	A training course provider that is applying for a training course to be accredited or that has one or more training courses that have achieved accreditation. While the Organization is in the process of having a course accredited, the Organization may be referred to as an Applicant. Once an Organization has achieved accreditation for at least one course, the Organization may be referred to as an ATC Provider.
Program	The Open Group Certification for People Program specifically identified in the Program Configuration document of which this document forms an integral part.
Trademark License Agreement (TMLA)	The agreement between the Organization and The Open Group that contains the legal commitment to the terms and conditions of the Program and for use of the Program Logo.
Trainer	A person who is qualified to deliver an Accredited Training Course.
Training Course Accreditation Agreement	The agreement between the Organization and the Certification Authority that defines the accreditation service to be provided and contains the legal commitment by the Organization to the conditions of the Accreditation Program.

2. Organization Requirements

The Organization providing the training course is required to meet the requirements within this section in order for the training course to achieve and maintain accreditation.

2.1 Conformance Management

The Organization must complete the conformance management document and update it to match changes in its operations. The conformance management document must be made available to all staff involved in the Accredited Training Course operations.

The Organization must maintain records matching its conformance management and show those records during the re-accreditation process.

2.2 Representation of The Open Group, the Program, and the Standards

The Organization must at all times ensure that any representation of The Open Group, the Program, and the Body of Knowledge is done in accordance with The Open Group Trademark Guidelines and Copyright Permissions and does not infringe on The Open Group Intellectual Property rights.

Terminology used by the Organization must be consistent with the terminology used within the Program.

The Organization may provide their Accredited Training Course attendees with written confirmation of course attendance. Such written confirmation must not suggest that the attendee is certified in any way.

The Accredited Training course documentation and information must contain the applicable copyrights and trademarks attributions.

2.3 Confidentiality

The Organization must not disclose any information about their Candidates' examination results to anyone other than the Certification Authority.

The Organization must not disclose the identity of any Accredited Training Course attendees to anyone other than the Certification Authority and a company that paid the course fee for an attendee, if applicable.

2.4 Candidate support

The Organization must ensure that its staff involved in the ATC promotion and delivery are aware of the Program requirements to adequately inform and support the Candidates.

The Organization must have a complaints procedure in place including escalation to the ATC manager.

2.5 ATC Manager

The Organization must designate an ATC Manager for each Accredited Training Course who understands the Accreditation Requirements to which the Accredited Training Course is accredited and agrees to

comply with these requirements for the duration of the current accreditation and any subsequent periods of accreditation. If the ATC Manager role for a given Accredited Training Course is distributed among several people, the Organization must nominate one person as ATC Manager for the purposes of accreditation.

2.6 Examination Vouchers and Reporting

2.6.1 Examination Vouchers

Examination vouchers are an integral part of the ATC. In advance of delivery for each ATC, and for each ATC attendee, the Organization must buy an appropriate examination voucher from The Open Group.

The Accredited Training Course fee must always include the voucher.

The Organization must ensure that ATC examination vouchers are only provided to ATC attendees, and only to those who have completed all mandatory components defined by the program.

Vouchers should be provided with their full intended validity period to the Accredited Training Course attendees.

2.6.2 Reporting

The Organization must provide a quarterly statement of vouchers purchased by the Organization showing how the vouchers were distributed. The statement must be delivered in the format designated by the Certification Authority.

2.7 Training Course Content, Documentation, and Delivery Method

The Organization must warrant and represent that all Accredited Training Courses they offer shall at all times meet the Conformance Requirements applicable.

2.7.1 Training Course Content

The Organization must provide proof that all applicable learning outcomes are covered in the training course. The evidence must be delivered in the format designated by the Certification Authority.

The Organization must maintain a written record of the changes made to the course materials.

2.7.2 Training Delivery and Delivery Method

The training delivery method must support adequate coverage of the Body of Knowledge, including all Learning Outcomes, with an appropriate mix of lectures, practical work and interaction with the trainer, for attendees to obtain the mandatory learning outcomes appropriate to the level of the course. This may include requirements set by the Certification Authority.

2.8 Trainer Requirements

The Organization is responsible for its trainers, whether they are staff or contracted, and will only use trainers authorized by the Certification Authority to deliver the ATC.

2.8.1 Lead Trainer

The Organization must nominate a Lead Trainer preferably a practitioner with extensive experience in the area of expertise and the ability to transfer their knowledge. The Lead Trainer contributes to enrich the course content from their several years expertise which they keep up to date. The Lead Trainers understand the course materials requirements. They contribute to the development of and conduct the Train the trainer program.

2.8.2 Trainer Certification and Badges

All trainers used in the delivery of Accredited Training Courses must themselves be certified within the Program at or above the level specified in the Program Configuration document and meet any additional requirements identified in the Program Configuration document.

All authorized trainers must have the applicable Digital Badges confirming that they have the required certification(s) and qualification(s).

2.8.3 Training Delivery Skills

Trainers used in the delivery of Accredited Training Courses must have completed a train the trainer program that meets the following criteria:

- Includes a mechanism to ensure that the individual is capable of delivering a training course in a satisfactory manner
- Includes a validation that the individual's topic knowledge is satisfactory to deliver the Accredited Training Course
- Includes provision for the individual to deliver at least two (2) training courses under the supervision of the Lead Trainer or alternatively, an experienced Accredited Training Course trainer
- Individual must receive a successful evaluation and recommendation as a trainer from the Lead Trainer

Companies with a unique trainer must provide evidence of their skills to deliver a training course. Evidence can be learners' reviews, customers' reviews, employers' reviews, and third party train the trainer program confirmation.

2.8.4 Trainer Authorization

In advance of a trainer delivering an Accredited Training Course, the Organization must obtain the Certification Authority's approval for the trainer by providing the trainer's credentials as evidence that these requirements are met. The evidence must be delivered in the format designated by the Certification Authority.

2.8.5 Trainer Performance

All trainers used in the delivery of Accredited Training Courses must maintain and further develop their training delivery skills, expertise, and knowledge of the topic to be able to deliver the course.

The Organization must have mechanisms in place to evaluate and review all trainers' performance used in the delivery of their Accredited Training Courses. Evidence of such review evaluation and review must be kept until the following re-accreditation process.

2.8.6 Authorized Trainer Database

The Organization must maintain a database of trainers authorized by the Certification Authority. The number of authorized trainers must be sufficient to match the volume of ATC deliveries.

2.9 Optional Services

The Open Group may, from time to time, offer additional optional services to training providers. If an ATC Provider is eligible for and wishes to extend their accreditation with an optional service, the Organization may be required to provide evidence that demonstrates their ability to support or utilize the service.

2.10 Brokers

The Organization must ensure that its Brokers fit the definition of a Broker as stated in Section 1.2.

The Organization is required to identify its Brokers to the Certification Authority.

The Organization must ensure that its Brokers use the wording used by the ATC provider to advertise the ATC at all times.

3. Accreditation Application Requirements

3.1 Accreditation Application

All material submitted to The Open Group in an application for accreditation must:

- Be in electronic format
- Be easily accessible and navigable
- Include full course material as provided to Candidates and trainers
- Identify in English the cross-references between every learning outcome in the syllabus defined in the applicable Conformance Requirements with the corresponding learning units in the course
- Identify in English the cross-references between each of the Accreditation Requirements and the Quality Management System documentation
- Materials in other languages may be accepted providing the format of the materials permits its content to be automatically translated

3.2 Online Delivery

Courses with any online delivery aspect or option must be made available to The Open Group assessors online for the duration of the assessment.

3.3 Languages

The definitive version of the Body of Knowledge for each Program is written in English. Translations to other languages may be made available. From time to time The Open Group may introduce pocket guides, glossaries, and examinations in additional languages.

In order to be assessed for accreditation, course material in languages other than English must follow the submission requirements defined in Section 3.1